

NORTH COUNTY FIRE & MEDICAL DISTRICT	Review Date:	Number:
OPERATIONS MANUAL		3.62
Section: Job Descriptions	Effective Date: 10/18/2007	Revision Date: 12/12/2016
Subject: ADMINISTRATIVE MANAGER	Page 1 of 6	Fire Chief:

POSITION TITLE: **Administrative Manager**

TYPE: Appointment

REPORTS TO: Assistant Chief – Administration/Community Risk Management

FLSA STATUS: Non-Exempt

CLASSIFICATION: Civilian

WORK SCHEDULE 40 Hour Work Week

PAY RANGE: 415

GENERAL PURPOSE/DESCRIPTION:

Direct responsibility for the administrative and business functions of the District. These functions include, but are not limited to, supervision of appropriate personnel, office and records management, and special projects as assigned. Provides a variety of advanced administrative and secretarial duties to the Governing Board, Fire Chief, and other Chief Officers. Interacts with community and governmental agencies and serves as a liaison with Board members and staff. Fosters and initiates high standards of performance, training, and morale of subordinates. Exercises initiative, sound judgment, and discretion in the performance of duties.

SUPERVISION RECEIVED

Works under the specific supervision of the Administration/Community Risk Management Assistant Chief. Works under the general guidance and direction of the Fire Chief.

SUPERVISION EXERCISED

Administrative Assistant and other personnel, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes, but are not limited to, the following.

- Manage all general office functions, resources, tasks and activities.
- Provides direct supervision for assigned administrative staff.
- Support and respond to Board member requests and assignments.
- Oversees daily operations of divisions or sections, as assigned.
- Develops goals, objectives, and plans for assigned division(s).
- Analyzes data and prepares technical reports.
- Maintain complex records of fire district activities and correspondence.
- Prepare reports and documentation of individual activities and maintain appropriate files.
- Conducts, attends, and interacts in meetings with District personnel, other agencies, and the public.
- Oversees major projects (i.e. International Fire Accreditation) as assigned.

NORTH COUNTY FIRE & MEDICAL DISTRICT	Review Date:	Number:
OPERATIONS MANUAL		3.62
Section: Job Descriptions	Effective Date: 10/18/2007	Revision Date: 12/12/2016
Subject: ADMINISTRATIVE MANAGER	Page 2 of 6	Fire Chief:

- Evaluates the performances of subordinate personnel.
- Evaluates and facilitates positive relationships between division personnel, other agencies and the public.
- Oversees the District's strategic planning processes including the production of the Strategic Planning document.
- Oversees the compilation and production of the District's Annual Report.
- Assists with the research, data collection, and preparation of communications, reports, and other written or visual materials needed for public presentations, brochures, flyers, reports, special projects, etc.
- Maintains professional education and interaction to keep abreast of changes in requirements which affect the division or District.
- Writes, or coordinates with other staff members, articles, reports, editorials, and other materials.
- Maintains positive working relationship with District employees.
- Assist in updating board meeting agendas and minutes on the District website.
- Attend meetings and take minutes; transcribe and disseminate minutes as necessary. Including, but not limited to, Governing Board of the District.
- Provide assistance to the Board Chair, Clerk, Administration Assistant Chief, and Fire Chief in preparing Governing Board Workshop and Regular Board Meeting agendas.
- Coordinate, prepare and distribute the monthly Board meeting packets.
- Coordinate and prepare monthly Board meeting room.
- Act as the District Parliamentarian.
- Research, write proposals, and coordinate District grant program.
- Schedule meetings and training sessions, including coordinating arrangements for the meeting rooms, refreshments, or meals; prepare materials for audiovisual equipment or any other equipment as needed.
- Assist with a variety of research and reporting activities as directed.

PERIPHERAL DUTIES

- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the Fire District's activities.
- Assist in training employees, as assigned.
- Serves as a member of various District committees.
- Performs other duties, as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NORTH COUNTY FIRE & MEDICAL DISTRICT	Review Date:	Number:
OPERATIONS MANUAL		3.62
Section: Job Descriptions	Effective Date: 10/18/2007	Revision Date: 12/12/2016
Subject: ADMINISTRATIVE MANAGER	Page 3 of 6	Fire Chief:

Education and Experience:

- High school diploma or general education degree (GED) required, AND
- Bachelor's Degree in Business Administration, Public Administration, or closely related field; and a minimum of five years' experience in administrative management, is desired.
- Demonstrated computer abilities.

Knowledge, Skills, and Abilities:

Extensive Knowledge of:

- District Mission, Vision, and Values.
- Management principles regarding District administration.
- Principles of employee coaching, supervision and training.
- Current office practices and standards, including but not limited to automation, computerized systems, segregation of duties, correspondence management, document storage/management per statutory requirements.
- Communications and publication techniques, including desktop publishing and graphics applications.
- Business English, spelling, and basic math.
- Policies, procedures, and services of the District.

Working Knowledge of:

- Principles and management of human resources
- Federal, state, and local laws, rules, and regulations as they pertain to Fire Districts.
- Contemporary fire service issues, i.e. EMS regulatory issues, Fire District law.

Ability to:

- Prioritize and effectively organize and facilitate administrative duties to meet established time frames.
- Analyze administrative challenges, implement and evaluate corrections.
- Lead, motivate, train, coordinate, and delegate.
- Maintain effective working relationships with elected officials.
- Analyze and interpret complex data; create plans, and develop budgets.
- Rapidly make critical decisions under stressful circumstances.
- Communicate complex issues effectively, orally and in writing, in descriptive detail.
- Operate computer systems and associated software provided by the District including Microsoft Office Suite.

NORTH COUNTY FIRE & MEDICAL DISTRICT		Review Date:	Number:
OPERATIONS MANUAL			3.62
Section:	Job Descriptions	Effective Date: 10/18/2007	Revision Date: 12/12/2016
Subject:	ADMINISTRATIVE MANAGER	Page 4 of 6	Fire Chief:

- Effectively meet and deal with public.
- Establish and maintain effective working relationships.
- Delegate and organize multiple, changing responsibilities.
- Prioritize work to meet goals and objectives within acceptable time frames.
- Prepare technical and administrative reports.
- Maintain complex files and records.
- Present a diverse range of materials using a variety of media.
- Work with others in high pressure situation with a minimum of supervision.
- Approach problem-solving as an innovative process.
- Maintain the confidentiality of reports and other sensitive information.
- Meet Special Requirements, as listed.

SPECIAL REQUIREMENTS

- Must be 21 years or older at time of hire.
- Must possess, or be able to obtain by time of hire, a valid Arizona State driver's license.
- Must be able to read, write, and speak the English language
- Must meet insurability requirements of District insurance carrier

TOOLS AND EQUIPMENT USED

Personal computer, including a variety of software programs and computer network systems; copier; postage and fax machines; calculator; paper shredder; transcriber; telephone switchboard; other general business office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to have easy mobility from one office to another; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; climb or balance; and stoop, crouch, and kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, color, and peripheral, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is

NORTH COUNTY FIRE & MEDICAL DISTRICT	Review Date:	Number:
OPERATIONS MANUAL		3.62
Section: Job Descriptions	Effective Date: 10/18/2007	Revision Date: 12/12/2016
Subject: ADMINISTRATIVE MANAGER	Page 5 of 6	Fire Chief:

usually moderate, as found in a normal business office with computers. The individual will be working with and around electronic equipment.

EXPECTED BEHAVIOR

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the District's core values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards.
- Train, develop, nurture, and mentor all employees.
- Encourage teamwork and participation by all employees.
- Lead by example.
- Strong safety principles and safety awareness.
- Provide outstanding customer service to internal and external customers.

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SELECTION GUIDELINES

May include any or all of the following: formal application; review of education and experience; written review of employee personnel file (performance, accomplishments, discipline, etc. – internal candidate); written examination or assessment center; psychological testing; physical ability test; interview(s); hiring list; offer of employment/promotion; oral board(s); background/driver's license verification and check; and conditional offer physical exam and/or drug screen.

SIGNATURES—REVIEW AND COMMENT

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

_____ Name of Employee (Print)	_____ Signature of Employee	_____ Date
_____ Job Title of Immediate Supervisor	_____ Signature of Immediate Supervisor	_____ Date
_____ Job Title of Division/Section Head	_____ Signature of Division/Section Head	_____ Date

NORTH COUNTY FIRE & MEDICAL DISTRICT		Review Date:	Number:
OPERATIONS MANUAL			3.62
Section:	Job Descriptions	Effective Date: 10/18/2007	Revision Date: 12/12/2016
Subject:	ADMINISTRATIVE MANAGER	Page 6 of 6	Fire Chief:

Comments:

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.